

his telephone book is for you to keep as your very own. It tells you all about the telephone ... how it came to be invented, how it has grown up very quickly, and how the

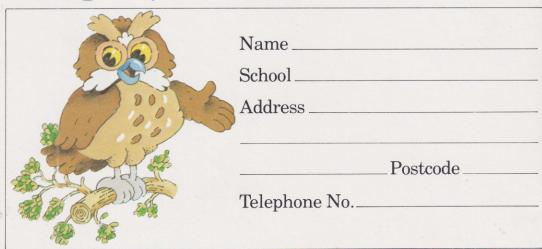
telephone should be used and treated. When you have read this book all the way through, you should keep it in a special place and read it again from

time to time. Talk about the telephone with your friends at school, with your parents and with your teacher. You have probably seen Beepa the Owl on television. He knows all about

the telephone, as all wise people do.
What Beepa has learnt about the
telephone is in this book; because Beepa
wants you to be telephone-wise too.
Now, before you read any further, write



your name, address, telephone number and the name of your school in the box below; then everybody will know that this book belongs to you.



#### The Telephone and you

Can you imagine the world without telephones? It would be a very slow world indeed.

The telephone allows people to keep in touch with each other; and all it takes is the turn of a dial or the push of a button. One person can talk to another thousands of

were in the same room together. The telephone is truly an amazing invention.

Right now you probably don't use a telephone every day. Perhaps you haven't even used a telephone at all. But someday, not too long away, the telephone will be an important part of

your everyday life.

That's why you should learn about the telephone now. You never know, tomorrow you might have to make an emergency call of some kind. How would you call? Who would you call? What would you say?

This book tells you all







#### How to use the Telephone





The very first thing to do before you make a telephone call is to check the number in the current Telephone Directory.

Sometimes you may think you know the number, but our memories aren't perfect. Always look the number up. Numbers do change from time to time.

The Telephone Directory is delivered to your home each year. The White Pages of the Directory list all surnames and business names in order. Names starting with A are listed first in the book, followed by those starting with B, then C, right through to Z.

Let's pretend you have a friend whose name is Jimmy Smith, and you want to call him on the

telephone.

First you would have to know the initials of Jimmy's parents, because the number in the Telephone Directory will be listed under his parents'name.

Let's say Jimmy's father is Mr. D. C. Smith. You would also have to know the name of the street that Jimmy lives in (just in case there is more than one Smith with the initials D.C.).

Turn to the "S" section of the Telephone Directory. Then find the listings for all the people whose names are Smith.

Look down the list of Smiths until you see SMITH, D.C., followed by the name of the street in which Mr. D. C. Smith lives. If the name of the street is the one in which Jimmy lives you have found his number.









The next step is to dial the number on the telephone.

#### Dialling the number.

When you hold the telephone to your ear listen for the "burr" of the dial tone. When you hear it, you can dial the number. Remember to let the dial return by itself. Never force it back because you may dial the wrong number or even damage the telephone.

#### Listen.

As you dial, listen.
Sometimes you may hear
a voice. Listen to the voice
and follow the instructions.

When you have finished dialling the number, listen carefully. If you hear a "burr-burr" sound it means that the number you have dialled is ringing at the other end. If you hear a short "beep"

over and over again, it means that the number you have called is busy. You should hang up and try the number again later.

# Answering the telephone.

At home you should answer the telephone only if your parents have given permission for you to do so. Why not ask them about it now?

Also ask them whether they want you to give the caller your name or perhaps just the telephone number which is printed in the centre of the telephone dial.

# The difference between local calls and long distance calls.

In the past, if you wanted to make a long distance call you had to ring up a lady who was a Telephone Operator. The Operator would then connect you to the long distance number you wanted to call.

Today there is STD.
STD stands for Subscriber
Trunk Dialling.
This means you can make
a long distance call
without first speaking to
the Operator.



# 332003



# RING BING BING

When an STD call is made, the person making the call and the person receiving the call hear several short beeps as soon as the call is answered. This tells you that you have dialled a long distance number. So if you accidentally dial an STD number you should hang up right away.



It's important to hold the telephone correctly.

The picture shows you how to hold the telephone when you are speaking. Always speak clearly into the mouthpiece, which should be held in front of your lips and about one centimetre away from them.

Learn how to use the public telephone



ow the public telephone works.

The public telephone is there for the times when you are away from home and need to make a telephone call. It works the same way as your telephone at home, except for one thing: to make a telephone call you must put in some money.

### Try to always carry the correct coin.

There could be a time when you need to use the public telephone. Perhaps to ring home, or to your mother or father at work. Therefore you should talk to your parents and work out a way to make sure you always have the correct coin with you. If your parents decide to give you the coin, keep it in your school bag or case perhaps stuck with sticky tape on the bottom. Don't spend it on something else; the coin has been given to you for a special reason, so that you can make a call from the public telephone if the need arises.

# How to find a number if the telephone book is missing.

Sometimes you will find that the Telephone Directory is missing from the public telephone booth. If this happens you can make a call to Directory Assistance without using your coin. The lady (Operator) at Directory Assistance will help you. In capital cities and their suburbs the number to call is 013.

# Respect the public telephone.

The public telephone is important. It is there for people to use when they

are away from their home telephones. In the case of an emergency – like a fire or car accident – the public telephone could save a life. The public telephone is often used by people who need help quickly.

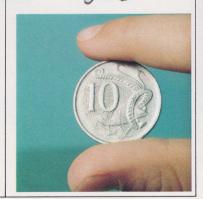
Therefore you must respect the public telephone at all times.

# Avandal is nobody's friend.

Sometimes public telephones are damaged by people. These vandals either don't understand the importance of the public telephone, or else they have very little sense. Because it is against the law to damage a public telephone. The police know that the public telephone is important, and they are always on the look- out for anybody messing around or playing with the public telephone.

If you ever see someone messing around with the public telephone tell somebody in authority – your teacher, your parents, or the police. This is not telling tales. It is common sense – the public telephone that is being broken may be needed to save somebody's life.









elephone calls don't cost very

A local telephone call only costs a few cents. It's so easy and cheap to keep in touch with friends.

much...

... but, remember, telephone calls aren't free.

Although telephone calls don't cost very much, you shouldn't waste them. And you must remember that long distance calls cost more than local calls.

When you answer a telephone and hear the STD beeps, you know that you have received a long distance call. You should find out quickly who the caller wishes to talk to, then call that person to the telephone.







Who is allowed to use your telephone at home?

This book tells you how to use the telephone; but the only people who can tell you whether or not you are allowed to use the telephone at home are your parents.

Do you know the telephone rules in your home? If you don't, ask your parents right now.

You can keep in touch with friends who have moved away.

One of the good things about the telephone is that it makes it possible for you to keep in touch with friends, even when they may have gone to live in another suburb or town.

You may not be able to see them as you did before, but you can talk to them on the phone — and that's the next best thing.

At night, calling is safer than walking.

The telephone can help you in many ways. It can save you time and energy. And telephoning is much safer than walking to a friend's home at night.

If you have a homework problem to talk about, or if you just want to visit a friend, why not ring up on the telephone? It's the safest thing to do. And you'll save time too.





#### Don't talk for too long. Somebody may be trying to call you.

Telephoning is a good idea, and it's fun. However, don't talk for too long. You never know, there might be somebody very interesting trying to ring you up. The idea is to use the telephone and enjoy it, but not to be silly about it.

# How the telephone can help to save petrol.

These days we all have to be very careful about the petrol we use in our family cars. The telephone can help to save this valuable form of energy.





In a very simple way, the telephone can save a trip in the car — especially if the reason for the trip is just to talk to somebody.

On the other hand, it would be a waste of petrol to drive a long way to see someone, only to arrive there and find that they're not home. A telephone call before you leave can determine this, and perhaps save the petrol for a truly worthwhile outing.

The next time the family is setting out to visit friends or relatives, ask your parents if you can make the call. That way you can learn more about using the telephone at the same time.





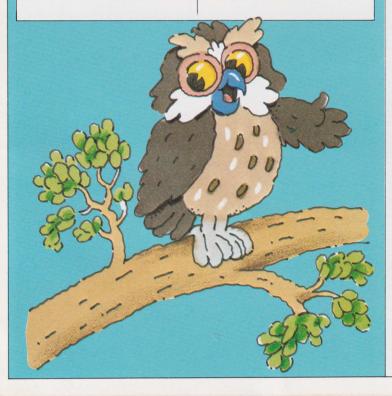
### On this page write down the numbers you will need most often.





#### Relations





# If there's an emergency at home...

You should learn what to do if an emergency should happen at home — if you need the ambulance, fire brigade or police quickly.

First you just write down the telephone numbers of the people you may need in the space provided. As soon as you have finished reading this page, ask your parents to help you fill in the numbers.

If you ever have to call an emergency number follow these rules:



When the person answers, say what sort of emergency it is.



Be ready to give your surname, your address and your telephone number.



If the person you are talking to asks you to leave the phone to find something out, remember do not hang up.



If there is a fire in your home, you should run outside immediately. Do not stop to use the telephone. You should go straight to your nearest neighbour and tell them what has happened.

# When you're at home by yourself...

You should also ask your parents about what you should do if the telephone rings and you're home by yourself. As a rule, it is not a good idea to let the caller know that you are alone at home. If the caller asks to speak to your mother or father, it is wiser to say something



like this: "Mummy (or daddy) can't come to the phone right now, can I ask her (him) to call you back in a minute?"

This is an important thing you should discuss with your parents. Show them this section of the book and talk it over with them.



#### Telephones come in many shapes and sizes.

These days there are many different styles of telephone available.

They're all shown in the picture to the right. Can you pick out the ones you have in your home?

you have in your home?
From the left, there is
the Touchfone which has
push-button keys instead
of a dial. It is very fast and
easy to "key-in" a number
You are likely to find
Touchfones in places
where speed is important
— like businesses, shops,
hospitals, etc.

hospitals, etc.
Next to the Touchfone is the Colorfone. It's the most popular model; it's probably the one you have at home.

Then there's Ericofon; very easy to move around.

And on the far right is the Wallfone — ideal for kitchens and garages.

Whichever telephone you have in your home, remember it is definitely not a toy. Look after it, and it will serve you and your family well year after year.





#### There's a Beepa sticker for your school bag or case . . .

Beepa knows that it is very easy to forget telephone numbers sometimes he even forgets his own. So Beepa had a good idea: a special sticker you can use to write down your name, your address, the name of your school and your telephone number. A sticker you can attach to something so that it's there for keeps. These Beepa stickers are being given out now. Ask for one; then fill it in, and attach it to your school bag or case. Beepa knows that it's

Beepa knows that it's wise to learn all about the telephone, particularly how to use it correctly. Beepa hopes that this book will help you to understand all about the telephone, and he wishes you "happy calling" for all

the years ahead.

